

Putting Course Materials Online Through the Electronic Reserve Systems at University Libraries

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	Hatcher-Shapiro	Media Union	Public Health	Social Work	Taubman Medical Library
	LSA, School of Education, and Rackham	Architecture and Urban Planning, Art and Design, Engineering	Public Health	Social Work	Medical School and Nursing School
What can be online?	<ul style="list-style-type: none"> • Instructor-owned materials such as: course syllabi, lecture notes, problem sets/solutions, and sample exams • Limited portions of copyrighted works such as a single article from a given journal issue, a chapter of a book, and a selection (10% or less) from non-print works such as motion media, music, and collections of images • Journal articles in JSTOR or ProQuest databases • See Note for unacceptable materials 	<ul style="list-style-type: none"> • Instructor-owned materials such as lecture notes, homework solutions, and sample exams with solutions sets 	<ul style="list-style-type: none"> • Instructor-owned materials such as course syllabi, lecture notes, problem sets/solutions, and sample exams • Journal articles 	<ul style="list-style-type: none"> • Limited portions of copyrighted works such as a single article from a given journal issue, a chapter of a book, and selection (10% or less) from non-print works such as motion media, music, and collections of images. • Links to non-copyrighted sites 	<ul style="list-style-type: none"> • Instructor-owned materials such as course syllabi, lecture notes, problem sets/solutions, and sample exams. • The required course readings. The Taubman Medical Library Reserve staff will find or create electronic files of the required readings. • Course-related programs • Out of print journal articles • See Note for unacceptable materials.
Which format should the course materials be in?	<ul style="list-style-type: none"> • Electronic documents; Files may be submitted in whatever form they were created • Print documents: 8 1/2 x 11 paper size and good legibility 	<ul style="list-style-type: none"> • Electronic or print documents 	<ul style="list-style-type: none"> • Electronic documents: Files may be submitted in whatever form they were created • Hard copies are also accepted 	<ul style="list-style-type: none"> • Electronic copies of articles preferred, but hard copies still acceptable 	<ul style="list-style-type: none"> • Any format is accepted, although electronic copies of articles are preferred
How to submit the materials?	URL: http://www.lib.umich.edu/reserves/services/ereserves.html Email: university.reserves@umich.edu Phone: 764-7493	Bring materials to the Media Union Library during library hours	Email: phisa.ereserves@umich.edu Phone: 936-1391	<ul style="list-style-type: none"> • See instructions at http://www.lib.umich.edu/socwork/reserves.html Phone: 764-5169 	Campus or US mail Email: hayu@umich.edu Phone: 764-1210 Fax: 764-1473
When to submit?	Before a term starts	In person: any time during library hours	Call a librarian or email: phisa.ereserves@umich.edu	As soon as possible	Call the electronic course reserves librarian
How long will it take to process?	A minimum of 10 days. Processing time may be longer at busy times of the year. Call first.	Within 2-5 hours	Call a librarian or email: phisa.ereserves@umich.edu	Depends on time of year. Call librarian for more info.	Typically one week to ten days. Processing time may be longer at busy times of the year. Call first.

Note: Content generally not accepted for electronic reserves:

- Materials extracted from consumable workbooks which students would normally be expected to purchase.
- Journal articles that have been included in a coursepack that students are expected to purchase.
- Copyrighted materials that do not include a complete citation and/or clear indication of copyright ownership.